

# **SAS**



**SHANGHAI AMERICAN SCHOOL  
ELEMENTARY LIBRARY**

# **PARENT VOLUNTEER HANDBOOK**

**2009-2010**

## **Welcome!**

Thank you for being a Parent Volunteer in the SAS Elementary School Library Media Center.

This booklet is designed to give Parent Volunteers an overview of some of the library procedures that you may be asked to assist with.

### **Signing in for duty:**

We would like to have your current cell phone and home phone on file. Please don't forget to keep us updated.

You will be shown a secure area in which to leave any personal belongings, like your handbag.

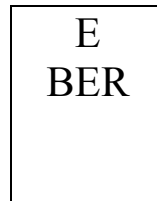
Please wear the name tag that identifies you as a Parent Volunteer. We like to have everyone recognize how important you are!



## Procedures for book processing:



1. The barcode and spine labels are added to the book.



barcode

spine label

2. For fiction or non-fiction, a yellow strip is placed  $\frac{1}{4}$  inch below top of spine.



3. Three stamps to identify SAS and the specific media center are added.



4. The Date Due slip is inserted in the back of the book.

DATE DUE	

5. Place a colored sticker on upper right corner of book to indicate a new book. These will be removed at the end of November.



6. For ECB, place an orange dot at bottom of spine label.



7. When covering a book, first group like-sized items together.  
Cut the plastic for the item with sufficient overlap.  
Trim the corners and use scotch tape to join the overlapping plastic.

8. Check the book out and in to make sure the barcode works.

9. A staff member will happily assist each Parent Volunteer on early attempts.

## **Shelving books correctly by format and location:**

Due to the large number of books in the Library Media Center, a system of prefixes and identities in the form of **Call Numbers** (shown on the spine) are used. These are consistent with the Dewey Decimal System, but also reflect particular codes used for different media.

### **Prefixes:**

#### **A.**

<b>Prefix</b>	<b>Full name</b>
BSR	Book With Sound Recording
CD	Compact Disc
DVD	Digital Video Tape
E	Everybody Fiction
ECB	Everybody Chapter Book
EVD	Everybody Video Tape
FIC	Fiction
MAG	Magazine
PRO	Professional and Parent Collection
REF	Reference
SC	Story Collection



#### **B.**

CHI	Chinese Language
DAN	Danish Language
DUT	Dutch Language
FRE	French Language
GER	German Language
IND	Indonesian Language
JAP	Japanese Language
KOR	Korean Language
SPA	Spanish Language

## **About the Media Center Collection:**

### **I. FICTION**

Novels and other works of fantasy or imagination are kept in the Fiction Section. Books in the Fiction Section have the call number **FIC** and are arranged on the shelves alphabetically by the first three letters of the author's last name.

*A fiction book written by **J.K.Rowling**, for example, would have the call number*

<b>FIC ROW</b>
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*Abridged stories such as “The Time Machine” by **H.G. Wells** are integrated in the Fiction collection, e.g.:*

<b>FIC WEL</b>
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Short stories or collections are located in the Story Collection Section next to videos and CDs. Short stories have the letters **SC**.

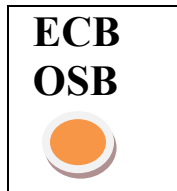
*For example, a collection of fictional short stories by **Samuel Beckett** would have the call number*

<b>SC BEC</b>
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## **II. Everybody Chapter Books (ECB)**

Everybody Chapter Books are comprised of chapters of various lengths. They are for students with different reading abilities. These books are located in the ECB section. Books in this section have the call number **ECB** preceding the first three letters of the author's last name, and are arranged alphabetically on the shelves. In addition, an orange dot is placed under the call number.

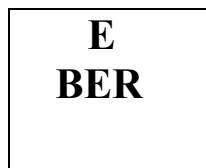
*For instance, an Everybody Chapter Book written by **Mary Pope Osborne** would have the following call number*



## **III. Everybody Books (E)**

Everybody Books are traditionally called “picture” books. These books usually contain more pictures than text, and are located in the E section. Books in this section have the call number **E** and are arranged on the shelves alphabetically by the first three letters of the author's last name.

*For instance, an Everybody Book written by **Stan and Jan Berenstain** would have the following call number*



#### **IV. NON-FICTION**

Many resources that we have are non-fiction resources. These are factual, informative or literary in content. Non-fiction materials are arranged on the shelves according to the Dewey Decimal Classification (DDC) System. This system organizes all materials according to a discipline or branch of knowledge.

The great advantage of using this classification system is that it groups materials according to subject. This means that all the available media on a particular subject are shelved together.

*For example, a book on “Calvin and Hobbes” by **Bill Watterson** would have the call number*

<b>741.5</b> <b>WAT</b>
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Non-Fiction items are shelved by number **FIRST** and then in alphabetical order.

*For example, **613.28 BET** is shelved before **613.3 ARM**.*



## **VI. REFERENCE**

The Reference section includes almanacs, atlases, dictionaries, encyclopedias and other materials widely utilized for consultation. These are used frequently, and for this reason, they are kept in the library at all times. These materials are marked with “**REFERENCE**” on top of the spine and “**REF**” preceding the call number.

*For instance, the book “Presidents: a biographical dictionary” by **Neil A. Hamilton** would have the call number:*

**REFERENCE**

**REF  
920  
HAM**

## **VII. CHINESE COLLECTION**

This is a special collection of books in the Chinese language or in both Chinese and English languages. This section supports curriculum requirements and helps promote a strengthened understanding of the language and culture. These books have a transparent red cover over the spine label. In addition, there is “**CHI**” on the top of the spine label. This section is categorized in a similar manner to the English books.

*For instance, a Chinese fiction book written by **Xiao Na Shang** would have the following call number*

**CHI  
FIC  
SHA**

## **VIII. MAGAZINES**

Magazines are displayed in the Reading Area. Current issues are for use in the library only while back issues are stored on the shelves in the back of the library and are available for borrowing.

### **Dealing with questions from students or other parents:**

If you are approached and feel able to help, then please do. However, a reply: “*Just one minute, I will get the librarian to help you*” would be perfect.

Library staff are always available and should be the first point of call for enquiries.

Other parents may ask what Parent Volunteers do. Please respond with your point of view, but encourage them to meet with the librarian as well.



## **Typical Jobs:**

You may be asked to help by doing any of the following tasks:

1. Shelving – putting books back on the shelves in the right section and in the right order.
  - Put attractive books on top of the shelves, close to the edge so the children can see and reach them.
  - Put books in display shelves around the E Section.
  - Pick up all books on tables/floor. Take them to the Circulation Desk for check in and then shelving.
2. “Reading” the shelves
  - Walking along looking at books making sure they are in the right place, straight and pulled toward the front edge of the shelf.
  - Tidying magazines on the table and in the back of the library.
  - Looking for books with missing call numbers, torn covers or that are in poor condition and taking them to the Circulation Desk.
3. Assisting librarian and teachers in finding books for classroom use or to put on Reserve.
4. Check books on display shelves at library entrance and straighten or replace.
5. Browse around the Professional Development Library, straightening newspapers, magazines, putting chairs in place, raising blinds.

6. Other jobs as requested by the librarian or library staff.
7. Assist with any special events if you are interested.

Thank you! We appreciate your help.



谢谢

**Opportunities to contribute new ideas:**



At all times Parent volunteers are encouraged to share ideas for the improvement of services within the media center. Please talk to the librarian or put your ideas in writing.

